



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR 8621.1B
EFFECTIVE DATE: April 2, 2010
EXPIRATION DATE: June 20, 2011

APPROVED BY Signature: Original Signed by
NAME: Edward J. Weiler
TITLE: Director

COMPLIANCE IS MANDATORY

Responsible Office: 350/Occupational Safety & Health (OS&H) Division

Title: Reporting of Mishaps and Close Calls

PREFACE

P.1 PURPOSE

This directive defines the Goddard Space Flight Center (GSFC) procedures and requirements for employee reporting of mishaps and close calls.

P.2 APPLICABILITY

This directive applies to all employees at GSFC/Greenbelt and at the Wallops Flight Facility (WFF). GSFC managers of other GSFC facilities shall develop their own procedures to comply with local requirements and NPR 8621.1, and to ensure that GSFC management is notified as appropriate. Processing of Mishap and Close Call Reports is defined in GPR 8621.2 and Mishap, Incident, Hazard, and Close Call Investigation is defined in GPR 8621.3.

This directive does not apply to reports concerning civil, criminal, or administrative culpability or legal liability. Reporting of mishaps and close calls shall not be used to direct or justify disciplinary action.

P.3 AUTHORITY

[NPR 8621.1](#), NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping

P.4 REFERENCES

- a. [GPR 8621.2](#), Processing of Mishap and Close Call Reports
- b. [GPR 8715.1](#), Processing of NASA Safety Reporting System (NSRS) Incident Reports
- c. [NASA Form 1627](#), Mishap Report

P.5 CANCELLATION

GPR 8621.1A, Reporting of Mishaps, Incidents, and Close Calls

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

P.6 SAFETY

None

P.7 TRAINING

The following courses of instruction are available on the [NASA SOLAR](https://solar.msfc.nasa.gov/solar/delivery/public/html/newindex.htm) Web site
<https://solar.msfc.nasa.gov/solar/delivery/public/html/newindex.htm>:

[Manage to Be Safe](#) (SMA-028-01, recommended for managers and supervisors)
[Office Worker Safety](#) (SMA-042-01, recommended for all employees)

P.8 RECORDS

Record Title	Record Custodian	Retention
NASA Form 1627	Occupational Safety & Health (OS&H) Division	NRRS* 1/121B – Retire to Federal Records Center when 4 years old. Destroy when 20 years old.

* NRRS - NASA Records Retention Schedules ([NPR 1441.1](#))

P.9 METRICS

M1 – Analysis (trends, numbers, etc.) of emergency response calls (measured by Facilities Management Division Emergency Console)

M2 – Analysis (trends, numbers, etc.) of mishaps and close calls (measured by the appropriate safety office)

See process charts (Figures 1 and 2) for measurement points M1 and M2.

P.10 DEFINITIONS

Safety Office – the Occupational Safety & Health (OS&H) Division or the Systems Safety and Reliability Office at Greenbelt, or the Wallops Safety Office.

See [Appendix A](#) of NPR 8621.1 for other terms and definitions.

PROCEDURE

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

Figures 1 and 2 illustrate the process flow.

1. RESPONSIBILITIES

1.1 Employees

Employees shall dial 911 for emergency response, if required, on any Center telephone to summon aid. All employees shall immediately report mishaps and close calls to the appropriate supervisor or organization head. Contractors shall notify their Contracting Officer’s Technical Representative (COTR).

1.2 Supervisor, Organization Head, or COTR shall:

- a. Contact the appropriate safety office regarding the mishap or close call;
- b. Notify the appropriate Facility Operations Manager (FOM); and
- c. Initiate a NASA Form 1627 and submit it to the safety office.

For situations involving medical emergencies, OS&H shall provide the appropriate notification protocols to the supervisor, organization head, or COTR. Only the Greenbelt or Wallops Medical Director is authorized to contact medical facilities to obtain medical information on a patient.

1.3 The Occupational Safety & Health Division (OS&H) shall:

In the event of a mishap or close call, OS&H shall determine the category under which the mishap or close call is classified and thus reported.

- a. refer mission-related mishaps and close calls to the Systems Safety and Reliability Office for processing. Examples of such events include:

- (1) Mission-related hardware or capabilities have been damaged or adversely affected; and
- (2) An event has occurred with the potential to meet the above criterion.

- b. process all mishaps and close calls involving personnel injury or death, or having the potential to cause harm to personnel. OS&H shall initiate the report as described in GPR 8621.2, process it to closure, and retain a copy of NASA Form 1627 as a record.

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- c. provide guidance to supervisors, organization heads, and COTRs on initiating NASA Form 1627, and notify appropriate management (see section 2).
- d. initiate processing, as described in GPR 8621.2, for mission-related mishaps that are observed by or reported to the Systems Safety and Reliability Office, Greenbelt (SSRO).

1.4 The Wallops Safety Office shall:

- a. Process all mishaps and close calls for Wallops;
- b. Notify appropriate management (see section 2);
- c. Provide guidance on initiating NASA Form 1627; and
- d. Initiate processing for mishaps and close calls as described in GPR 8621.2.

2. MANAGEMENT NOTIFICATION

OS&H at Greenbelt or the Wallops Safety Office shall notify appropriate management personnel per the following guidelines:

- a. For reports regarding a mission in the development phase, the responsible organization is the project office (or an equivalent title) and the responsible manager is the project manager (or an equivalent title).
- b. For reports regarding a mission in the operations phase, the responsible organization is the mission operations office and the responsible manager is the mission director (or an equivalent title).
- c. For all other reports, the responsible organization is the division level or higher organization that is responsible for the facility or process involved in the report. The responsible manager is the head of that organization.

Timeliness in providing notification shall be appropriate to the severity of the event. See the table in appendix A, Organizational and Management Notification, GPR 8621.2, Processing Mishap and Close Call Reports, for specific information regarding notification.

3. SAFETY REPORTING HIERARCHY

If employees feel that adequate processing of the problem is not occurring, they may elevate their concerns using the following GSFC hierarchy:

- a. Supervisor;
- b. Appropriate safety organization;
- c. Directorate office of the appropriate safety organization (Code 200, 300, or 800);
- d. Assistant Director for Safety and Security; and

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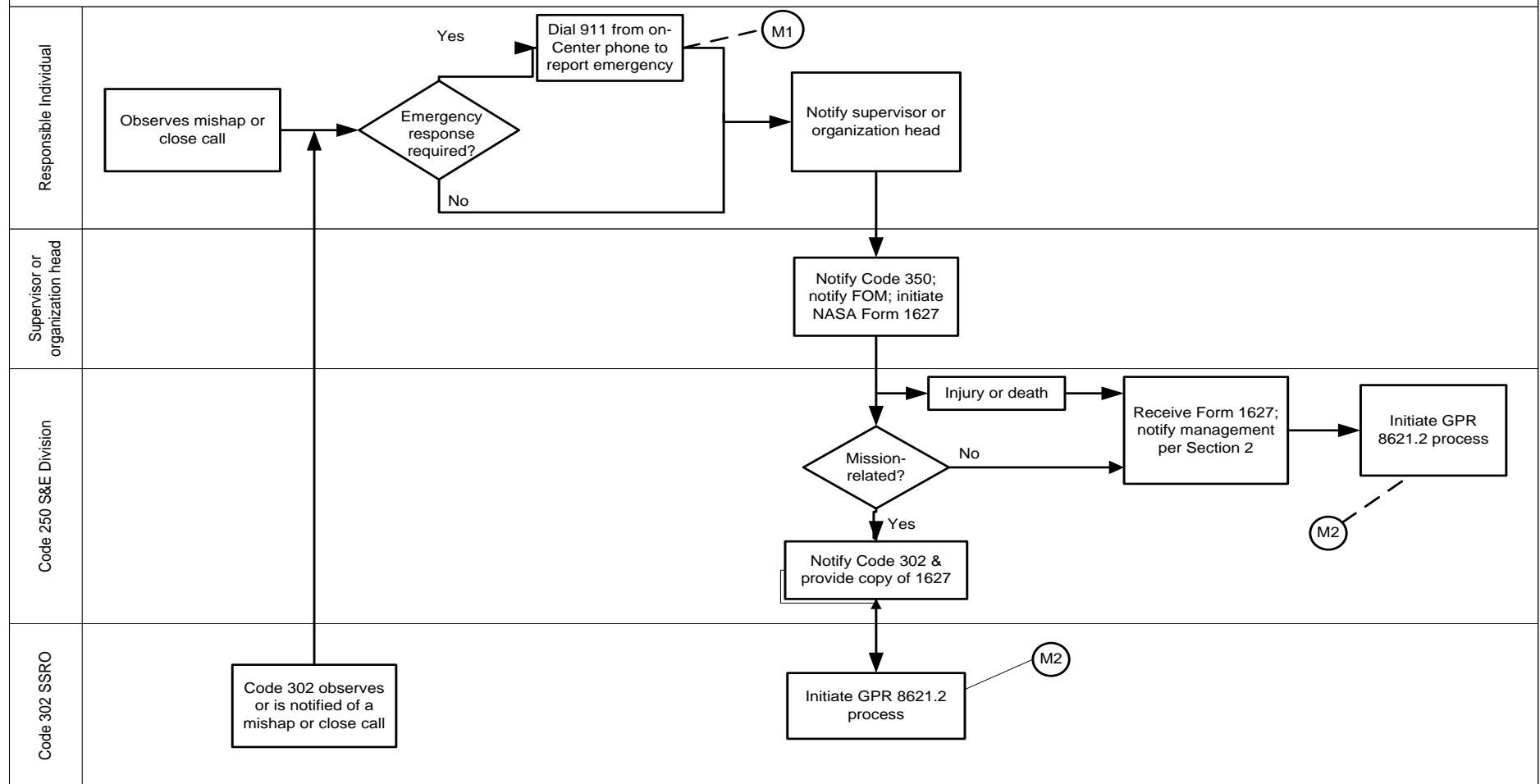
e. Center Director

In addition, employees may at any time report their concerns to the NASA Safety Reporting System (NSRS), as described in GPR 8715.1, if any of the following conditions apply:

- a. They have reported through the proper channels and have seen no action taken;
- b. They are not satisfied with the response to a report; or
- c. They fear reprisal if they were to report through local reporting channels.

The NSRS augments the normal channels of communication outlined above by providing a confidential means of notifying NASA upper management regarding safety concerns, and by ensuring that concerns are addressed and tracked to closure.

Figure 1: Reporting of Mishaps and Close Calls at Greenbelt

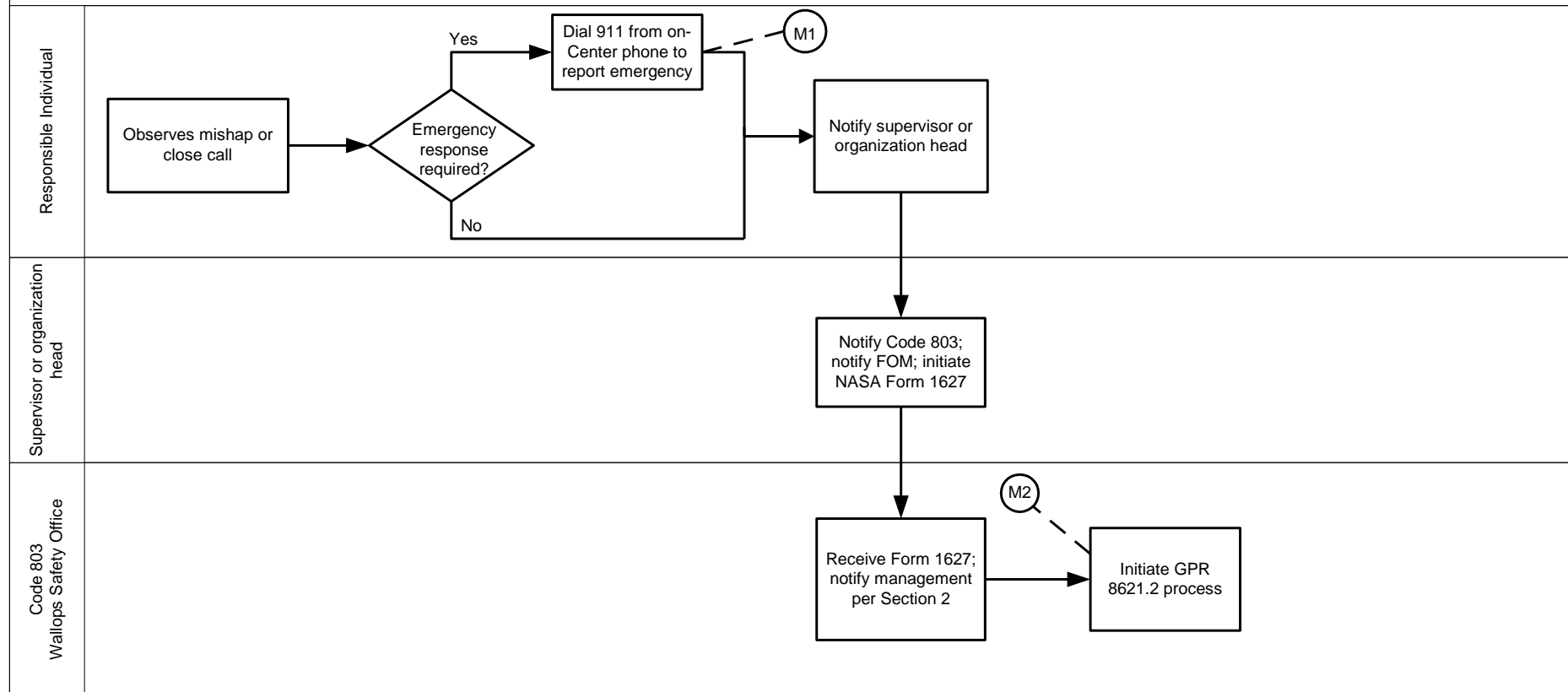


Metrics: M1 = number of emergency response calls
M2 = number of mishaps and close calls reported

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Figure 2: Reporting of Mishaps and Close Calls at Wallops



Metrics: M1 = number of emergency response calls
M2 = number of mishaps and close calls reported

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	10/30/03	Initial Release
A	06/20/05	Changes made to update organization and document references and clarify all requirements to clearly distinguish them from supporting text in accordance with the NASA rules review. Removed reference to hazards and incidents. Changed Authority Document to NPR 8621.1.
B	04/02/2010	Administratively Revised to update the Responsible Office Code, Organization Title and organization name within the document. Administratively extended for 1 year from original expiration date.

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